

ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

January 19, 2010

CALL TO ORDER

The meeting was called to order at 6:08 p.m. Board Members in attendance were Ronda Grassi, Mike Dunninger, Michele Leffler, Dan Schneider, and Trent Turner. In attendance from MSI, LLC was Judi England.

OPEN FORUM

There were no homeowners present for the Open Forum session.

APPROVAL OF PREVIOUS MINUTES

The minutes from the December 15, 2009 meeting were approved as written.

MANAGER'S UPDATE

Financials – Due to the year-end process, the financials were not available at the meeting. Judi stated she would provide them to the Board as soon as she received them.

Delinquencies – The Board reviewed the Delinquency Report ending December 31, 2009. It was noted there are thirteen homeowners that are with the attorney for delinquent assessments.

Covenant Violations – The Board reviewed the Covenant Violation report. There were no major questions regarding the violations, however the Board requested oil stain violation letters only be mailed April through October.

OLD BUSINESS

- Item: Maintenance of Outlying Areas
 - Discussion/Summary: Ronda stated there were no new updates.
 - Board Decision: No decision needed.
 - Action: Ronda will provide updates to the Board as needed.

- Item: Fence Stain
 - Discussion/Summary: Judi stated due to the weather, the project had not started. She was informed by the contractor that it should begin before the end of the month.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: 1725 Powell Street – Paint Violation
 - Discussion/Summary: Judi stated as of the meeting, the homeowner still has not submitted a correctly completed Design Improvement Request form and additional letters are mailing to him.
 - Board Decision: No decision needed.
 - Action: Judi will continue to mail violation letters to the homeowner if she does not receive the correctly completed form.

- Item: Neighborhood Directory
 - Discussion/Summary: Additional information was needed from Trent for Mike to continue forward.
 - Board Decision: No decision needed.
 - Action: Trent will communicate further with Mike.

- Item: Trash Removal Bid
 - Discussion/Summary: Judi stated the Board-approved bid was submitted to Waste Connections.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Design Review Committee – Board Liaison
 - Discussion/Summary: Michele was selected as the Board liaison and Mike updated the e-mail distribution list with her information.
 - Board Decision: No decision needed.
 - Action: Michele will contact the Committee Chairperson.

- Item: Landscaping (Pool Area)
 - Discussion/Summary: Ronda contacted Suzanne informing her that the Board authorized Innovative Outdoor Designs to continue forward to upgrade the pool landscaping with a budget not to exceed \$30,000.00. They also reviewed the project items.
 - Board Decision: The Board was concerned with the portion of the project that addressed the east side of the pool area. It was determined to exclude the east side portion for further review.
 - Action: Ronda will inform Suzanne of the Board’s decision.

- Item: Hindman Sanchez Retainer Program
 - Discussion/Summary: The Board-approved retainer program proposal was provided to Hindman Sanchez.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: 2008 Audit -Letter of Representation
 - Discussion/Summary: Judi provided the signed letter to the auditor and provided copies of the final audit to Ronda and Dan.

- Board Decision: No decision needed.
- Action: No action needed.

- Item: House Bill 1359
 - Discussion/Summary: Judi stated the Association's records had been updated with the signed policy.
 - Board Decision: No decision needed.
 - Action: No action needed.

NEW BUSINESS

- Item: 1885 Morris Court – Painting Violation
 - Discussion/Summary: Judi recapped that four of the five Committee members responded to her e-mail that they did deny the homeowner's paint request.
 - Board Decision: The Board requested Judi contact the additional member directly requesting his decision.
 - Action: Judi will contact the additional member directly requesting his decision.

- Item: Clubhouse Furnace
 - Discussion/Summary: Judi stated the new furnace has been installed and she requested the contractor complete the online Vendor Work Completion Form. The Board stated they had received the completed form.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Town of Erie Reimbursement
 - Discussion/Summary: Judi stated she submitted an invoice with the reimbursement request for the exterior restroom maintenance for 2009 to Molly Kostelecky (Finance Director). Molly had stated the invoice would be processed within a week.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Exterior Restroom Maintenance
 - Discussion/Summary: Ronda had been in contact with Jill Wait (Parks and Recreation) and informed her that the Board will be working on a long-term solution for the maintenance of the restroom during the winter. Judi had contacted Buffalo Maintenance and Kerry Condon requesting their input.
 - Board Decision: The Board authorized Buffalo Maintenance to install a door sweep and Kerry Condon to review the exterior wall and interior fan.
 - Action: Judi will contact Buffalo Maintenance and Ronda will contact Kerry Condon.

- Item: Clubhouse Wi-Fi
 - Discussion/Summary: Mike stated his original contact with Qwest was no longer with the company.
 - Board Decision: No decision needed.
 - Action: Ronda will provide additional contact names to Mike.

NEWSLETTER ITEMS

- Delinquency Policy

REVIEW OF INVOICES / SIGNING OF CHECKS

The checks were signed per their attached invoices.

NEXT MEETING DATE, TIME & LOCATION

The next meeting will be held Tuesday, February 16, 2010, beginning at 6:00 p.m. at the Community Clubhouse.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:20 p.m.